Using the ASCA Districts and Universities Portal

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AMERICAN SCHOOL COUNSELOR ASSOCIATION

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1: Start Here

1. Visit ASCA Portals
2. Open link to **ASCA National Model for Districts and Universities**

Only one school counselor per school completes this process.

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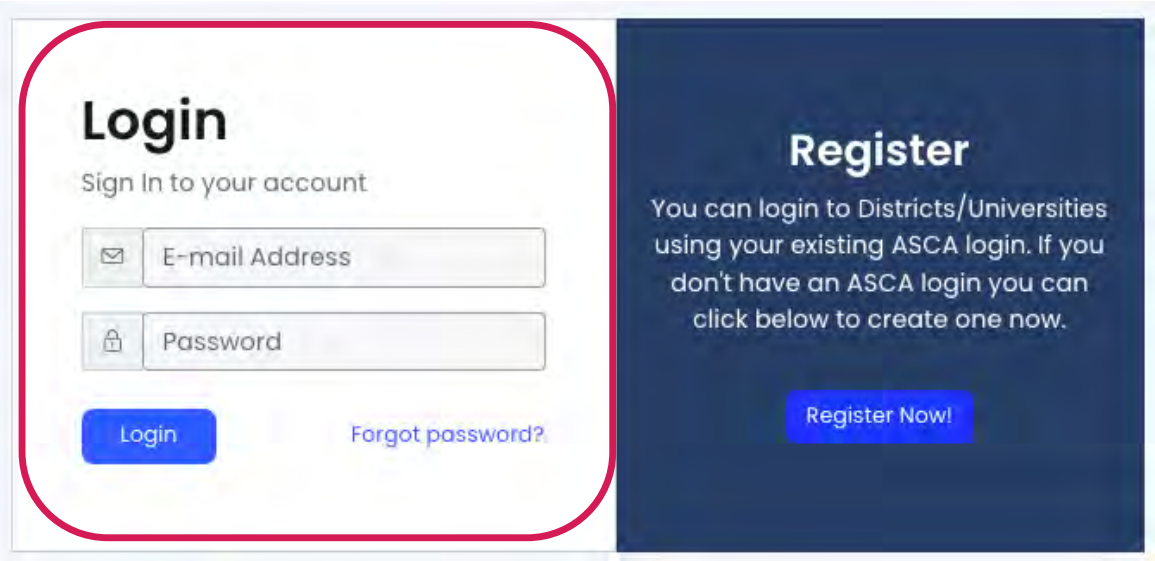
2: Determine if Your School Has An Account

Each school counselor in the school will have a separate login and password. Do not share your login and password with your co-workers.

- If you are an ASCA member, enter your ASCA credentials on the left, and click **Login**. Click here after logging in.
- If you are not an ASCA member, click here.



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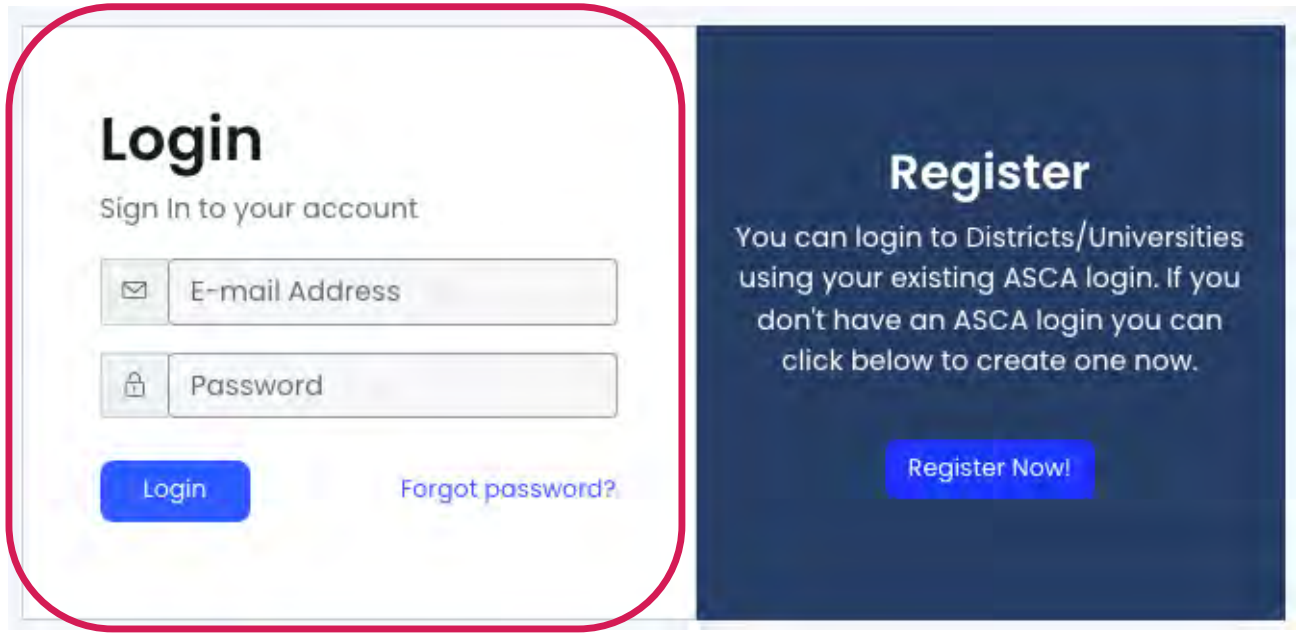
Create Guest Login

If you are not an ASCA member, select Register Now on the right.



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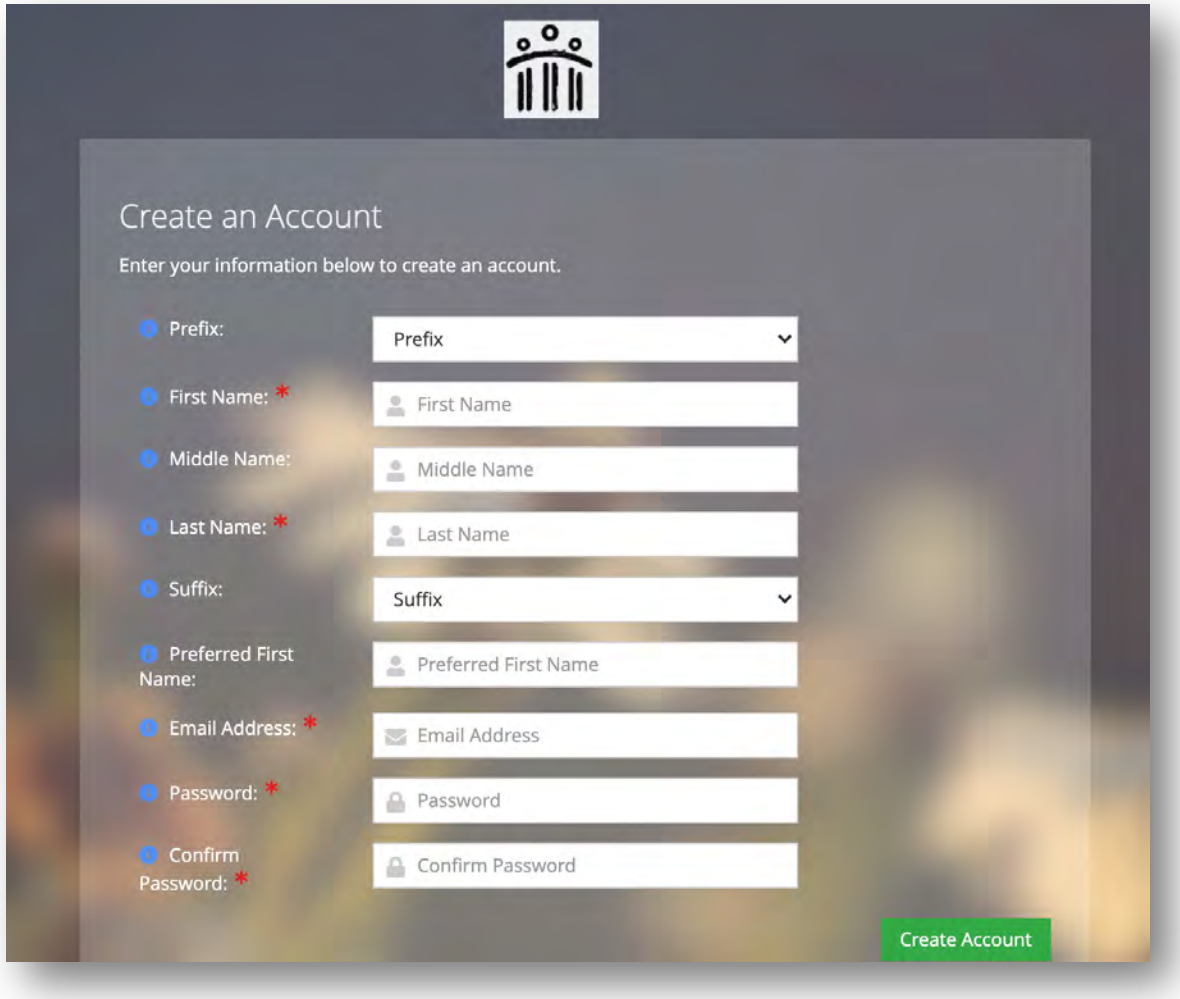
Create Guest Login

NOTE – A new page will open. Do the following:

1. Complete the registration information requested.
2. When you click Create Account, you will remain on the ASCA website.



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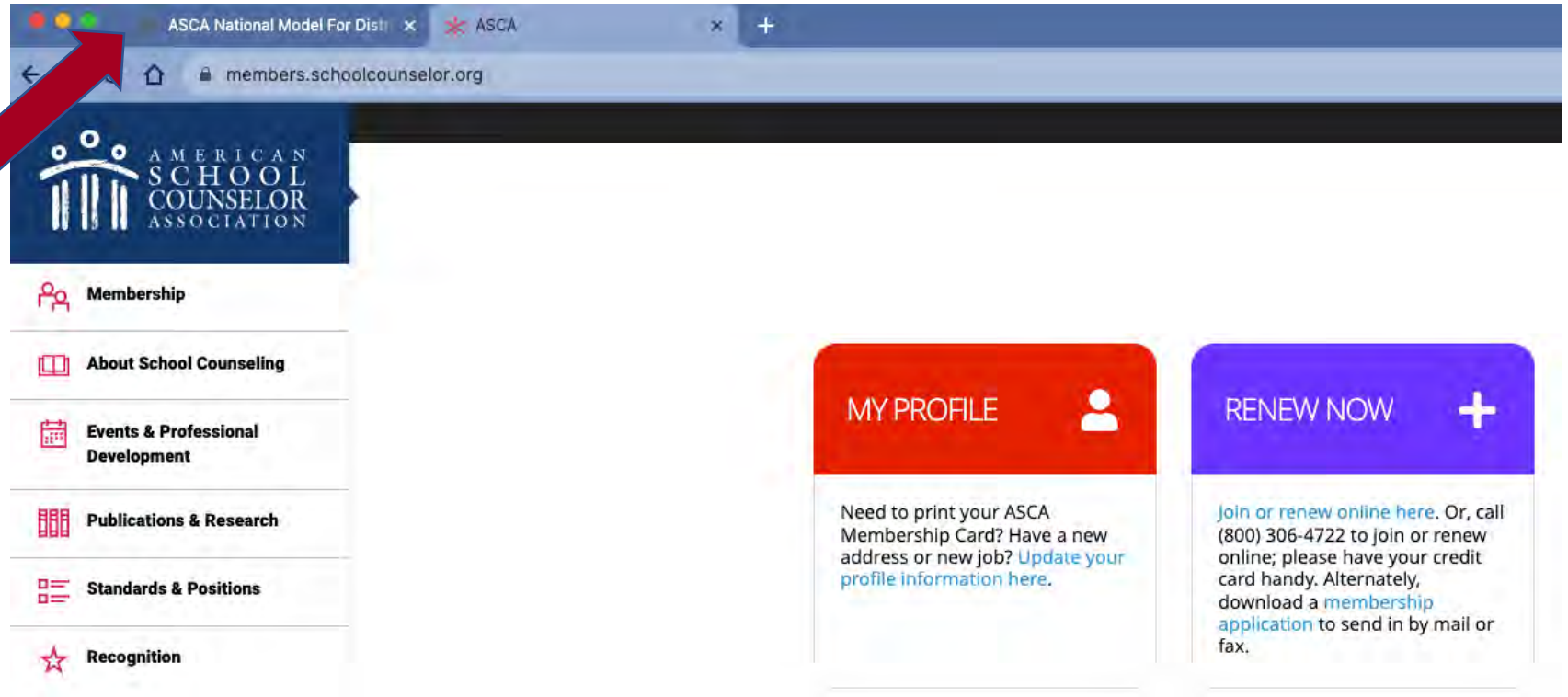
Create Guest Login

From the ASCA website, return to the ASCA National Model for Districts & Universities tab



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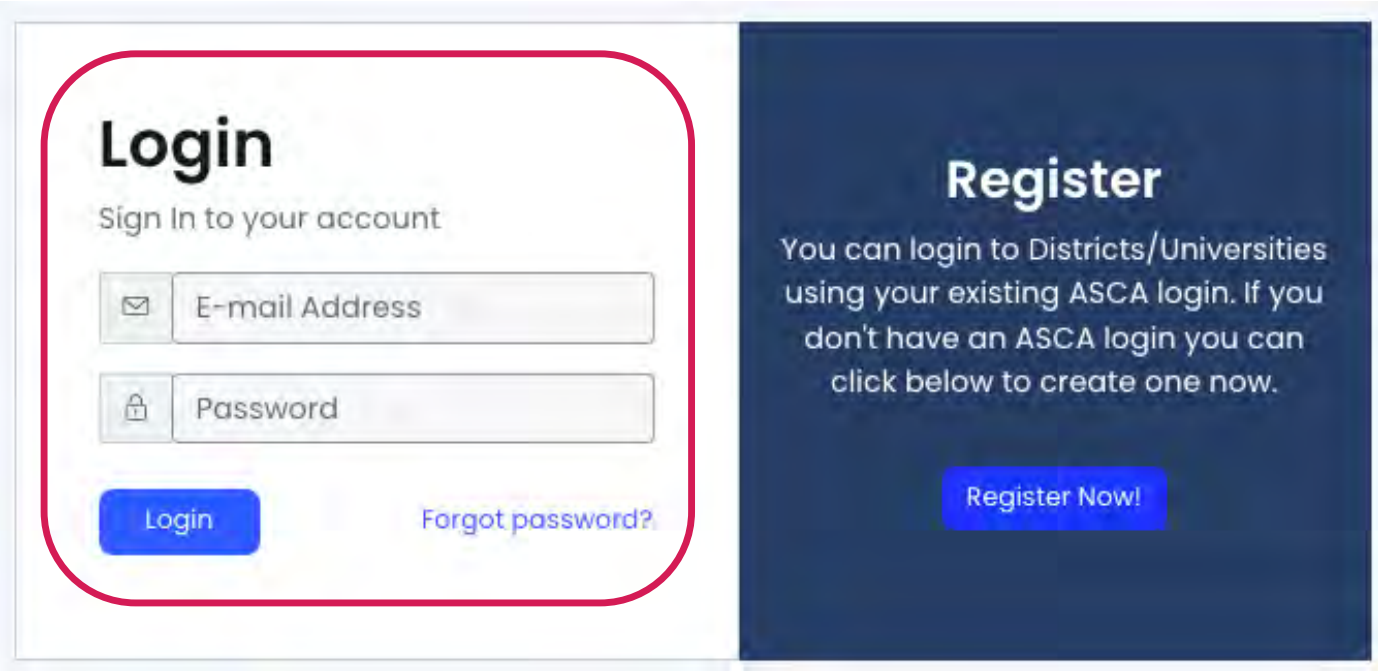
2: Determine if Your School Has An Account

Enter the username and password you just created, and click **Login.**



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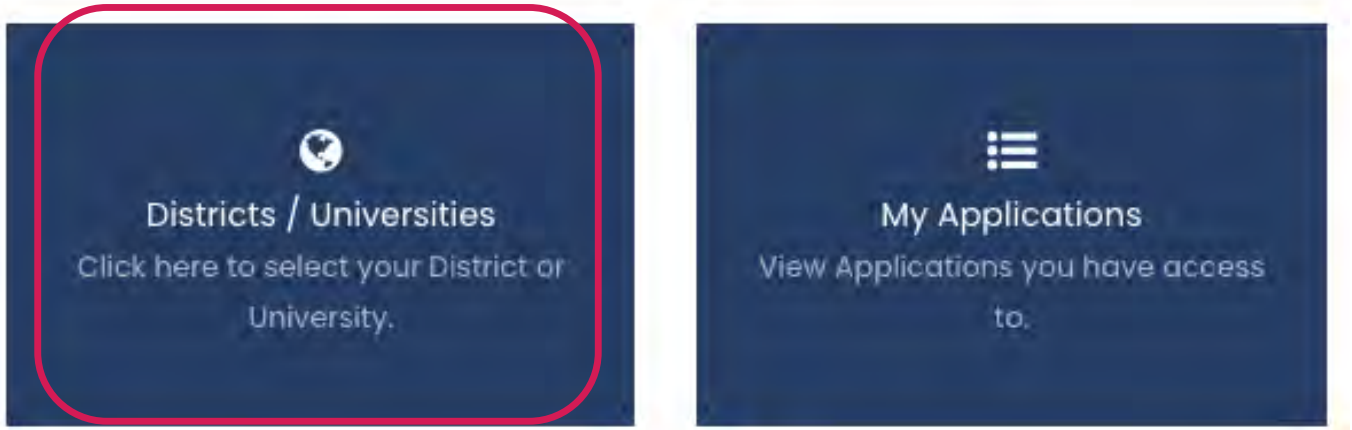
2: Determine if Your School Has An Account

Select
Districts/Universities:



It's important that each school only have only one account.

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2: Determine if Your School Has An Account

Locate your school or university from the dropdown menu, and click Continue.

It’s important that each school only have only one account.

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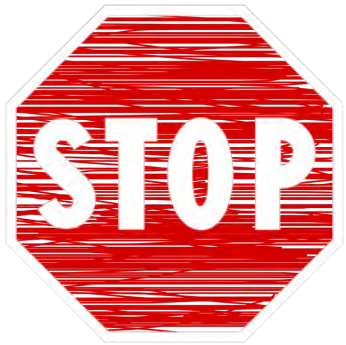
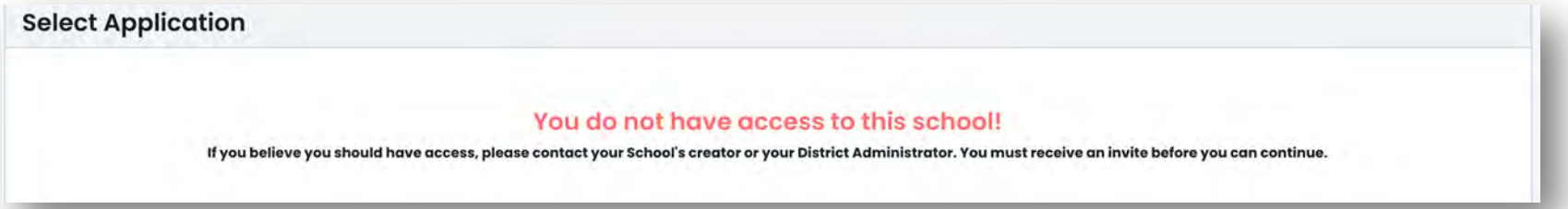
2: Determine if Your School Has An Account

Review the list of schools to determine if an account exists. If your school is listed, click on **Select School,** then click here to continue.



If the below message appears when you clicked **Select School**, ask the school counselor who created the account (Owned By) to give you access. Click here for detailed instructions.



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If your school is not listed, **click here**

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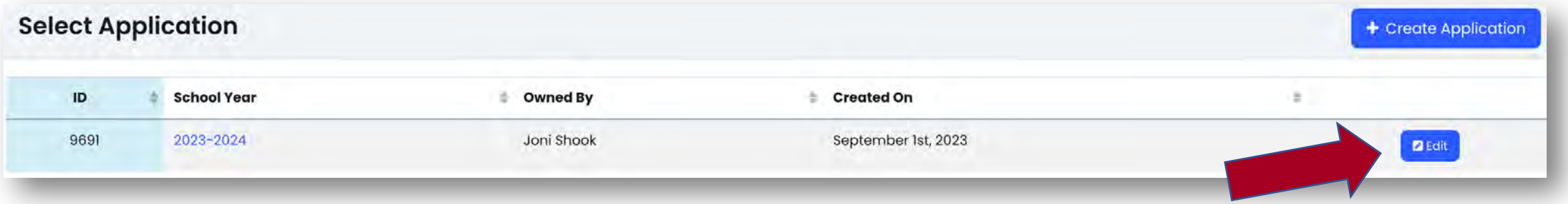
Your School Has an Account

If your school is listed, select **Edit** to open the application:



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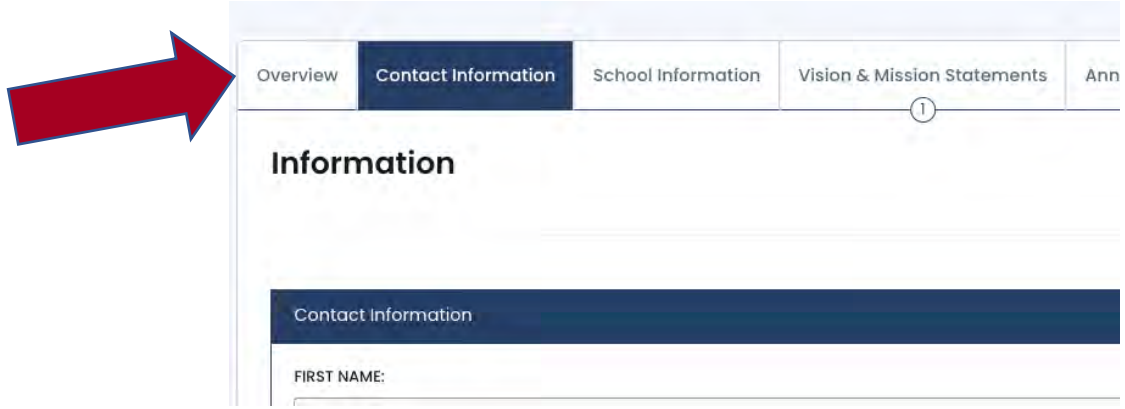
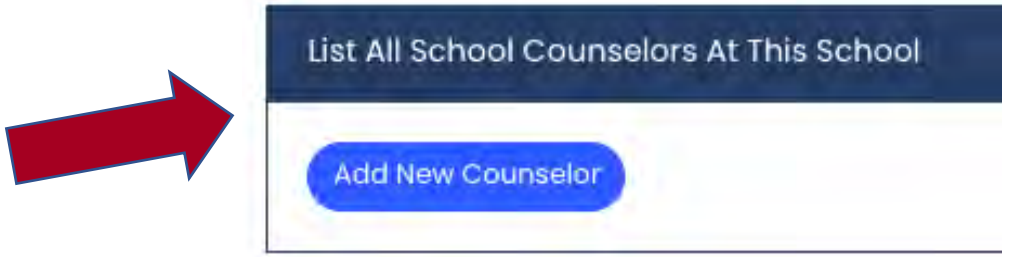
Your School Has an Account

Complete all sections of the **Contact Information** section.



IMPORTANT – List all school counselors, including yourself.



Click **SAVE** at the bottom of each page.

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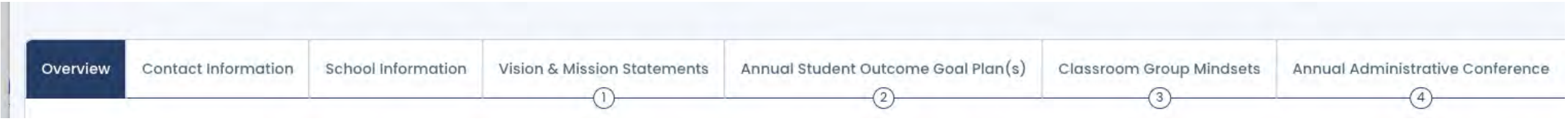
Your School Has an Account

You are now ready to start adding information to the various sections.



To view who has access to your account, and to update access, click here.

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3: Your School Does Not Have An Account

If your school does not have an account listed, <u>one school counselor</u> will create an account. Do not create multiple accounts.

Select **+Create New School**:

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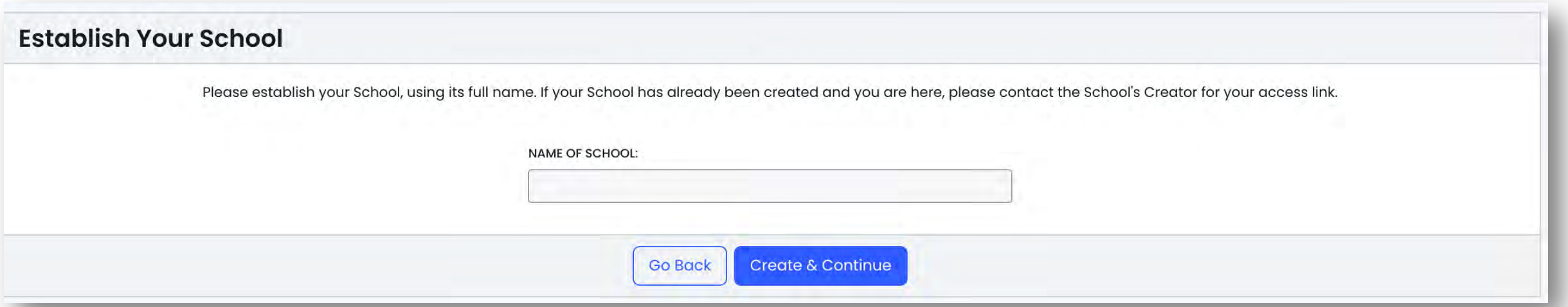
Create Your School Account

Enter Full School Name (no acronyms, abbreviations, etc.), and select **Create & Continue:**



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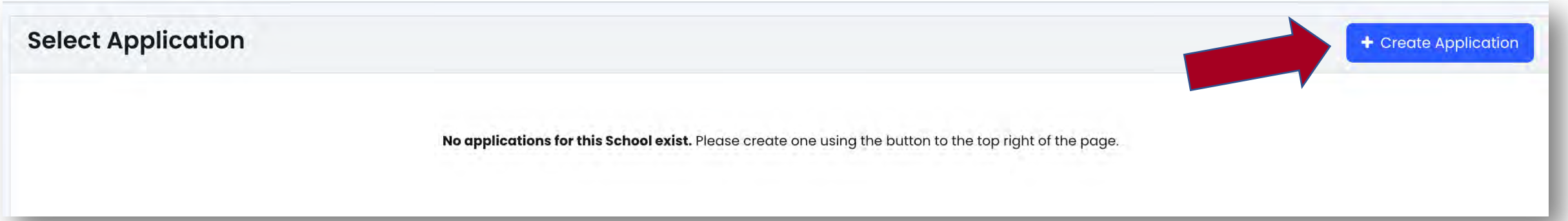
Create Your School Application

Select **+Create Application**:



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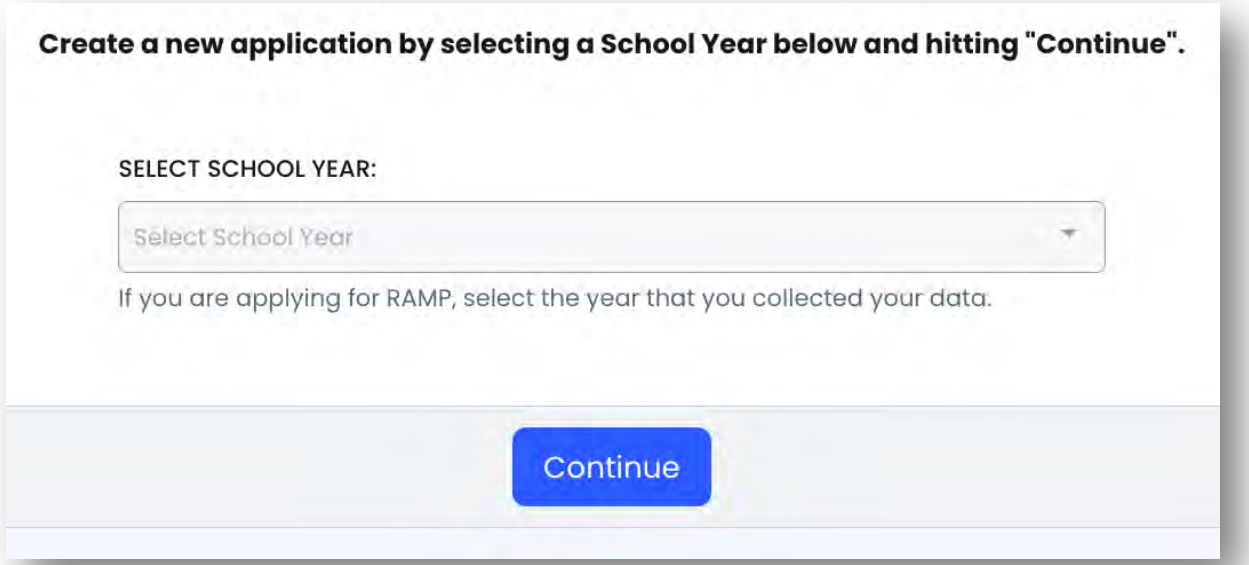
Create Your School Application

Select School Year from Dropdown Menu, then **Continue**:



This will open your school's new application.

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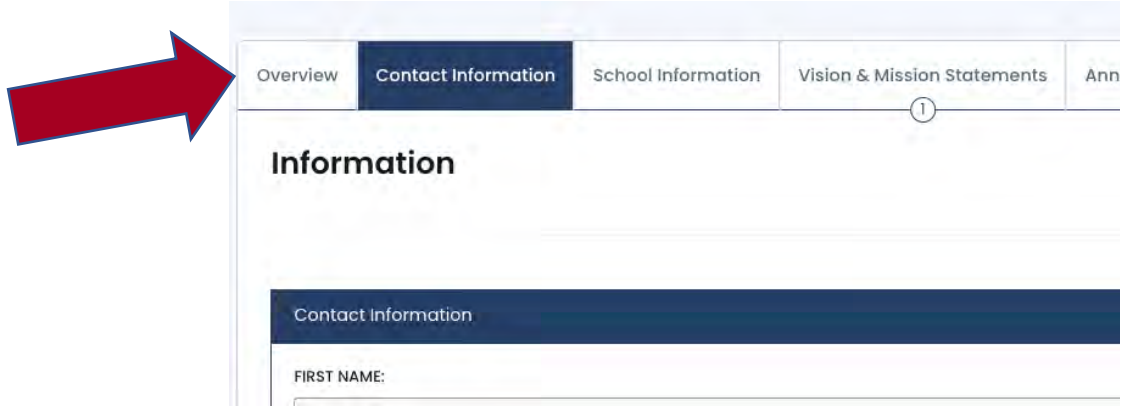
Create Your School Application

Complete all sections of the **Contact Information** section.



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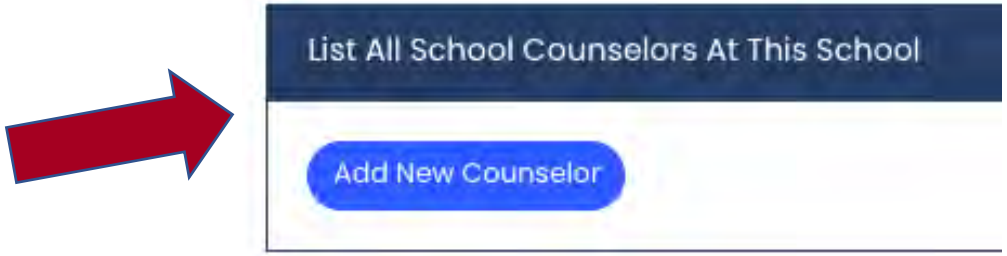

Click **SAVE** at the bottom of each page.

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You School Has an Account

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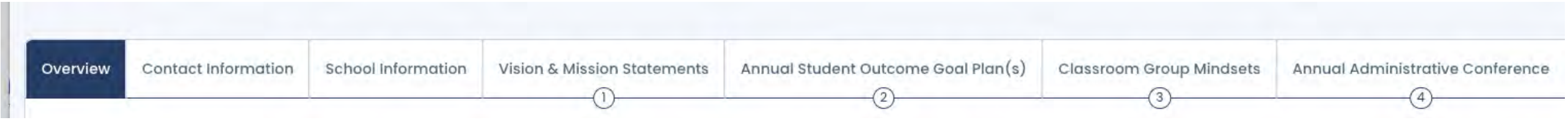

To view who has access to your account, and to update access, click here.

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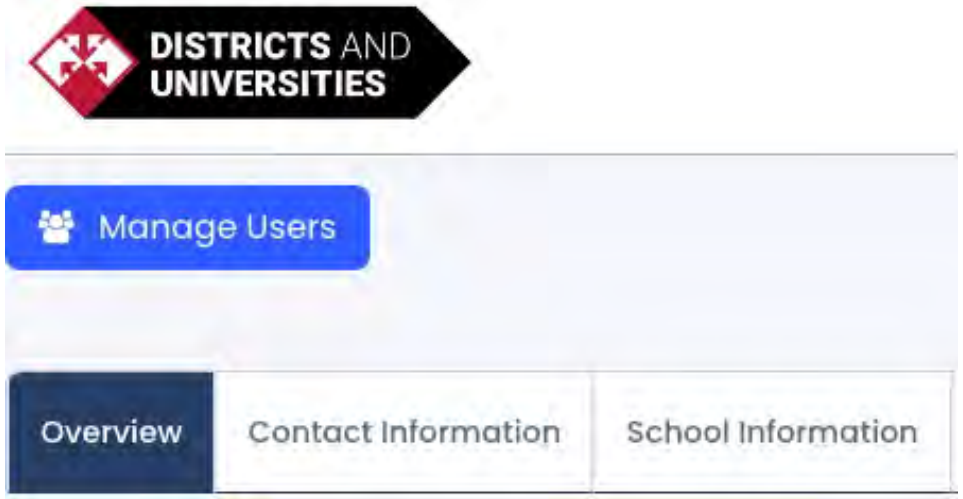
4: Managing Portal Access

In your application, select Manage Users:



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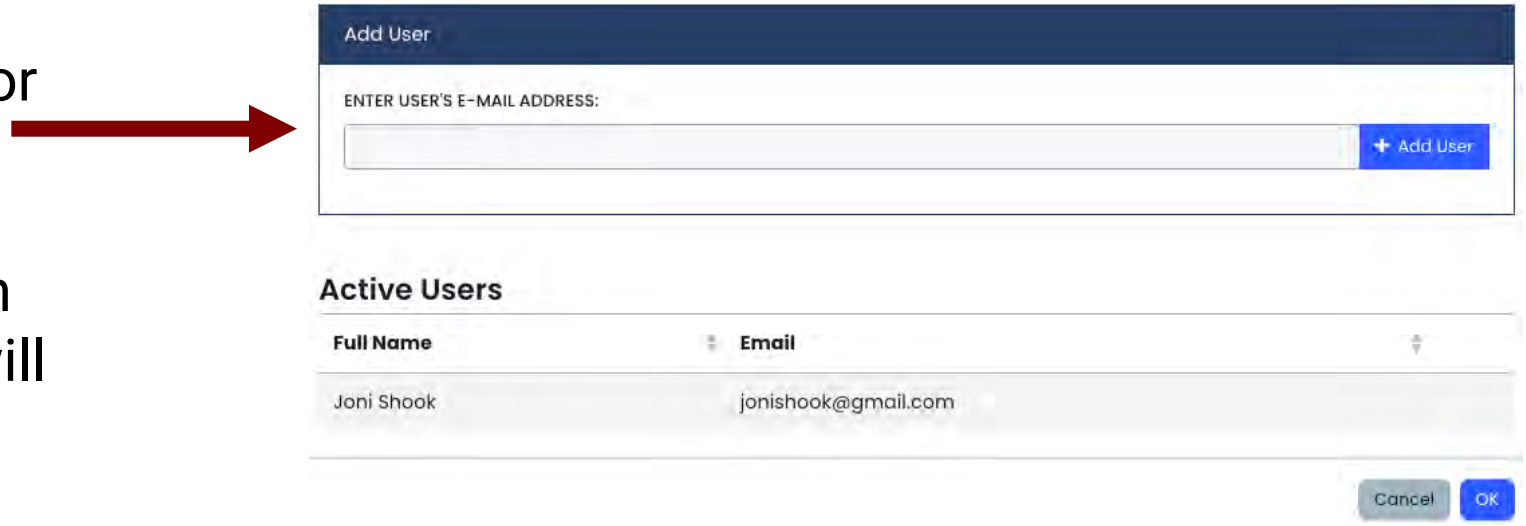
4: Managing Portal Access

To add User – enter email address and click “Add User”

- If the school counselor or graduate student is already in the system, their name will appear in **Active Users** and they will receive email with steps to gain access.



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4: Managing Portal Access

- If school counselor or graduate student is not in system, their email will appear in **Pending Users** and they will receive an email with steps to create login/password.

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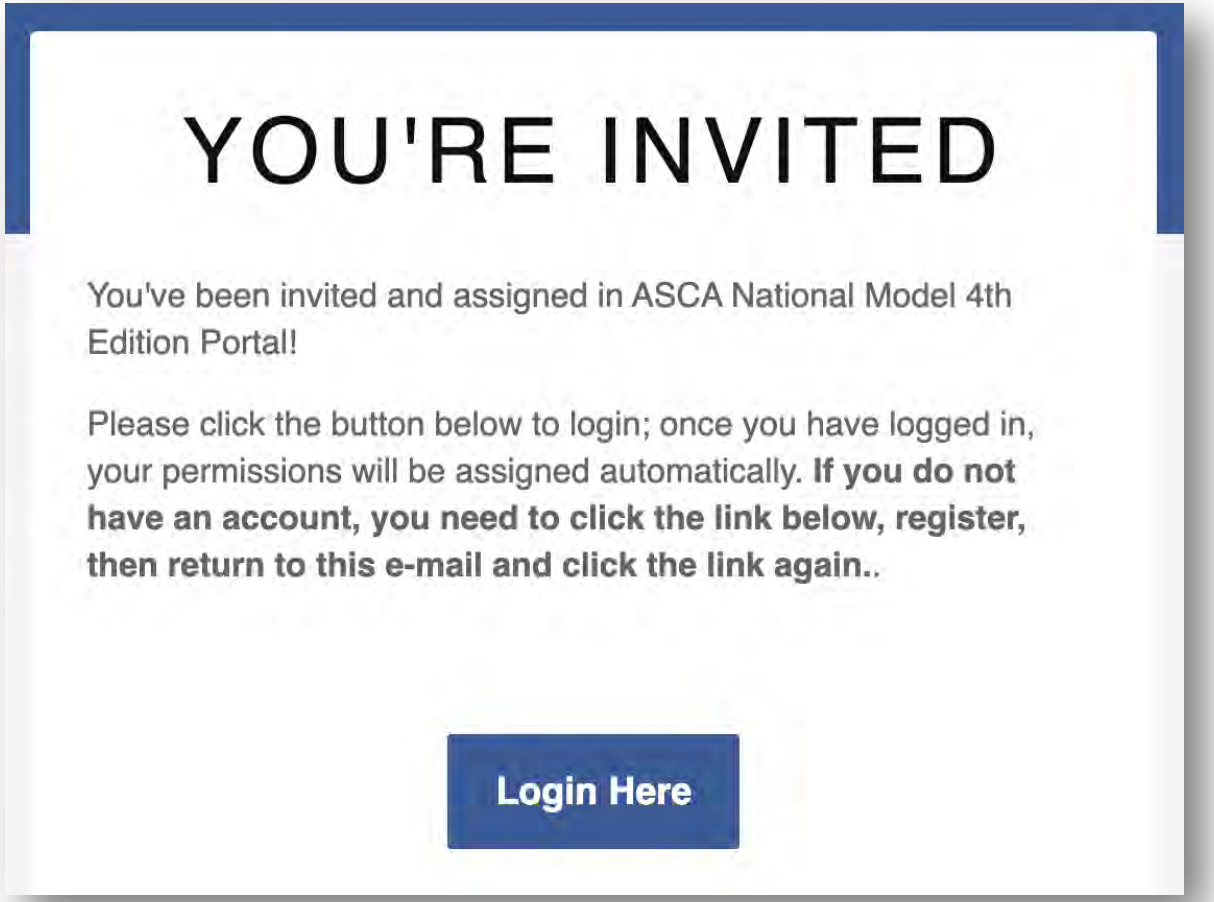
4: Managing Portal Access

The email includes directions for the invited school counselor or graduate student .



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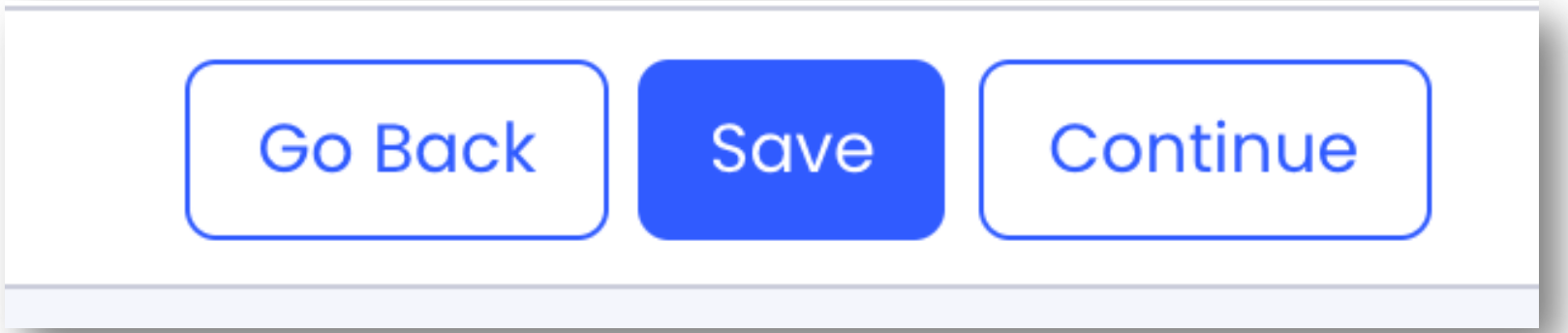
Always Click SAVE



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If you need assistance, submit a support request at in the portal:

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